<u>**NEW YORK STATE SNOWMOBILE TRAIL GPS METADATA FORM INSTRUCTIONS**</u>
New York State Office of Parks, Recreation and Historic Preservation (OPRHP)
Snowmobile Trail Grant-In-Aid Program
Submission Deadline: June 1st

Please read the New York State Grant-in-Aid Program Grant Documentation Guide before completing this form.

A separate metadata form is required for each trail application. Metadata forms received with multiple trails or multiple sponsor jurisdictions listed will not be accepted. Metadata forms submitted with missing or incomplete information will not be accepted.

1. **Name/Position**: First name, last name, and position (or title) of individual within Trail Maintenance Entity/club or agency responsible for information collection and form submission.

2. **Count**y: Name of County of submission. If trail crosses a county boundary, a separate form is required for each sponsor jurisdiction.

3. **Club**: Name of Trail Maintenance Entity/Club submitting application through sponsor.

4. **Phone Number**: Provide best contact number, should communication from local sponsor or Parks representative be necessary.

5. **Email Address**: Provide best email address, should communication from local sponsor or Parks representative be necessary.

6. **Collection Date**: Provide date of data collection. GPS collection date is listed as an attribute in the GIS database and is included in the local sponsor's mileage table.

7. **Time Began**: Provide start time of data collection in hours/minutes (hh:mm).

8. **Time Ended**: Provide start time of data collection in hours/minutes (hh:mm).

9. **GPS Unit (brand)**: Provide brand of GPS unit or cell phone used to collect data.

10. **GPS Unit (model)**: Provide model of GPS unit or cell phone used to collect data.

11. **Software** (all software used to download and process the data): Provide name and version number used to download and/or process GPS field data. If using a cell phone, provide the name of any apps used.

12. **Coordinate System**: It is extremely important to know the coordinate system and the datum used to collect the data. Examples of commonly used formats are UTM, State Plane, and Latitude/Longitude (DD, DMS, DMM) with either the NAD 27 or NAD 83 datum. Provide all data in UTM Zone 18 coordinates using the NAD 83 datum.

13. **Trail Name**: Provide designated trail name or "TBD" if NEW TRAIL REQUEST.

14. **Data Collection Process**: Provide brief narrative of how the data was collected.

15. **Trail Sub-Surface Data**: Provide brief description of the trail's main underlying surface classification. For example: farm field, utility line Right Of Way, seasonal road, asphalt, highway Right Of Way inside bank, highway Right Of Way outside bank, etc**.**

16. **Post Processing Process**: Brief narrative of anything that was done to the data after it was downloaded from the GPS unit.

17. **Name**: First and last name of individual certifying accuracy of information provided.

18. **Signature**: Signature of person certifying accuracy of information provided. Form must be signed and dated prior to submission with application. Electronic signature is acceptable.